

**STAARS**



# **Budgeting in STAARS (State of Alabama Accounting and Resource System)**

Presented To: Association of Government Accountants,  
Spring Professional Development Training

Presented On: April 17, 2015

Presented By: David Bryson, CGI Implementation Manager

# Agenda

- Budgeting in STAARS: Overview
- STAARS Budgeting Goals
- STAARS Budgeting Differences
- STAARS Budgeting Terminology
- Budget Requests
- Operations Plans
- Budget Revisions
- Performance Measures

# Budgeting in STAARS: Overview

- STAARS Budgeting
  - Central (EBO) Budgets
    - Budget Requests
    - Operations Plans
    - Performance Measures
    - Budget Revisions
- STAARS Financial
  - Departmental Budgets
  - Program / Grant / Project Budgets

# STAARS Budgeting Goals

- Standardize and facilitate budgeting salaries and benefits
- Combine central budgeting activities in one system
- Accommodate postsecondary budget requests and operations plans
- Provide ad hoc querying tools
- Integration with Business Intelligence tools

# STAARS Budgeting Differences

- Budgeting salaries and benefits at detail level
- Manual validation required before submission
- Integration with STAARS Financial System
- Integration with GHRS / STAARS Personnel
- Retention of historical data

# STAARS Budgeting Terminology

## Current to Future Chart of Accounts Crosswalk

Current	Future (STAARS Budgeting)
Agency	Department
Appropriation Unit (Program)	Appropriation Class
Organization	Appropriation Unit
Activity	Function
Fund	Fund
Object	Budget Object
Sub Object	Budget Object

# STAARS Budgeting Terminology

## Budgeting to Financial Chart of Accounts Crosswalk

	Budgeting with Appropriation Unit		Budgeting without Appropriation Unit	
	STAARS Budgeting	STAARS Financial	STAARS Budgeting	STAARS Financial
Department	010	010	010	010
Appropriation Class	917	n/a	917	n/a
Function	0581	n/a	0581	n/a
Fund	0100	0100	1138	1138
Appropriation Unit	1000	1000 *	0	917 *
Appropriation Category	n/a	1000	n/a	917

\* This Appropriation Unit will roll up to Appropriation Class 917  
(defined in the APPR table in STAARS Financial)

The higher level Budget Object in STAARS Budgeting (e.g. 0100, 0200, 1600)  
maps to Object Category in STAARS Financial

# Budget Requests

- Time Frame: October 1 – November 1
- Initial Forecast of Salary and Benefits
- One data entry form for Form 5 and Form 6:
  - Budget Request by Function
- Separate data entry form for Form 1 and Form 3:
  - Budget Request by Department
- Increase/Decrease Worksheet:
  - report → download → update → attach
- Budget Request Packet:
  - report → analyze → correct → report → attach

# Budget Request by Function - Header

**Edit Budget Request** | Expenditures | Source of Funds | Position Change Results | Other Person

[Notify](#)

[Expand All](#) | [Collapse All](#)

Budget Request Details 

\* Request Code:  \* Name:

\* Stage:

Description:

[Ranking Type:](#) 

Ranking Type:

Current Rank:

Reason For Change

Budget Request Information

Dimensions 

Department:  *Finance*      Appropriation Unit:  *Legal Division*

Fund:  *St Gen Fund*

Function:  *Legal Serv*

Appropriation Class:  *Fiscal Manageme*

# Budget Request by Function – Expenditures (Form 5)

[Edit Budget Request](#) | **Expenditures** | [Source of Funds](#) | [Position Change Results](#) | [Other Personnel Info](#) | [Position Changes](#) | [Document Management](#)

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Budget Request Summary

Layout Code:    
 Layout Type:    
 Request Code:    
 Request Name:    
 Stage:

Department:    
 Function:

Appropriation Unit:    
 Fund:

Appropriation Class:

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 Display Sub Total:    
 Select Model:

  
   
   
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**Summary**

<input type="checkbox"/>	Line	Budget Object		PY1 ACTUALS	CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED	Justification Line Text
<input type="checkbox"/>	1	0104	E	123,116	220,157	1,050	221,207	0	225,000	explanation for salaries
<input type="checkbox"/>	2	0201	E	49,062	77,955	400	78,355	0	80,000	explanation for benefits
<input type="checkbox"/>	3	0300	E	5,000	5,100	100	5,200	5,500	5,500	explanation for travel
<b>Total:</b>				<b>177,178</b>	<b>303,212</b>	<b>1,550</b>	<b>304,762</b>	<b>310,500</b>	<b>310,500</b>	

CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED
220,157	1,050	221,207	0	225,000
77,955	400	78,355	0	80,000
5,100	100	5,200	5,500	5,500
<b>303,212</b>	<b>1,550</b>	<b>304,762</b>	<b>5,500</b>	<b>310,500</b>

# Budget Request by Function – Source of Funds (Form 5)

Edit Budget Request
Expenditures
**Source of Funds**

[-] Budget Request Summary

Layout Code: BUD REQ BY FUNCTION    Layout Type:

Department:

Appropriation Un

Refresh   Zero Out   Display Sub Total:    Select Mod

New Item   Copy Item   Delete Item

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Summary						
<input type="checkbox"/>	Line	Fund	SOF Actuals	SOF Budgeted	SOF Requested	Justification Line Text
<input type="checkbox"/>	1	0100-233	100,000	300,000	300,000	explanation for SOF #1
<input type="checkbox"/>	2	0100-235	77,178	3,212	10,500	explanation for SOF #2
Total:			-177,178	-303,212	-310,500	

	Code	Name
Select	0100-217	State General Fund - Section 31-9-24A
Select	0100-219	Revenue Sharing Interest
Select	0100-220	State General Fund - New Supernumeraries
Select	0100-233	State General Fund - Reversion Reappropriated
Select	0100-235	State General Fund - Conditional Appropriation
Select	0100-205	State General Fund - Emergency Military Service
Select	0100-211	State General Fund - Transfer from Senate President Pro Tem
Select	0100-215	State General Fund - FEMA Match
Select	0100-230	State General Fund
Select	0100-232	State General Fund - Employee Bonus
Select	0100-236	State General Fund - Insurance Proceeds
Select	0100-208	State General Fund - State Defense Force

# Budget Request by Function – Position Changes (Forms 5 & 6)

[Edit Budget Request](#) | [Expenditures](#) | [Source of Funds](#) | [Position Change Results](#) | [Other Personnel Info](#) | **Position Changes** | [Document Management](#)

Budget Request Summary 

Layout Code:  Layout Type:  Request Code:  Request Name:  
 Department:  Function:   
 Appropriation Unit:  Fund:   
 Appropriation Class:

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Summary																	
<input type="checkbox"/>	Pos No.	Emp No.	Classification	Grade	Step	Loc Code	Category	Position Status	Funding Start Date	Funding End Date	FTE	Count	Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
<input checked="" type="checkbox"/>			01410F					FULL-TIME	10/01/2016	09/30/2017	1	1	100	100	65,000.000004	65,000	65,000.000004
<b>Totals:</b>																	
<b>65,000.000004</b>																	

Funding Start Date	Funding End Date	FTE	Count	Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
10/01/2016	09/30/2017	1	1	100	100	65,000.000004	65,000	65,000.000004
								<b>65,000.000004</b>

# Budget Request by Function Position Change Results (Forms 5 & 6)

[Edit Budget Request](#)
[Expenditures](#)
[Source of Funds](#)
**[Position Change Results](#)**
[Other Personnel Info](#)
[Position Changes](#)
[Document Management](#)

Budget Request Summary 

Layout Code: 
 Layout Type: 
 Request Code: 
 Request Name:

Department: 
 Function:

Appropriation Unit: 
 Fund:

Appropriation Class:

Display Sub Total: 
 Select Model:

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[View as CSV](#)

Summary					
<input type="checkbox"/>	Line	Budget Object		Position Tab Results	
<input type="checkbox"/>	1	POS	S	1	
<input type="checkbox"/>	2	FTE	S	1	
<input type="checkbox"/>	3	0104	E	65,000	
<b>Totals:</b>				<b>65,000</b>	

# Budget Request by Function

## Other Personnel Information

### (Form 6)

Budget Request Summary

Layout Code:

	Code	Name
<input type="button" value="Select"/>	9990	# of Anniversary/Annual/Promotional Raises (OPI)
<input type="button" value="Select"/>	9991	# of Special Merit Raises (OPI)
<input type="button" value="Select"/>	9992	# of New Positions (OPI)
<input type="button" value="Select"/>	9993	# of Vacant Positions Filled (OPI)
<input type="button" value="Select"/>	9994	# of Employees on September 30 (OPI)

Display Sub Total: 
 Select Model:

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Summary						
<input type="checkbox"/>	Line	Budget Object		OPI Actuals	OPI Budgeted	OPI Requested
<input type="checkbox"/>	1	9990	S	2	2	1
<input type="checkbox"/>	2	9991	S	1	1	1
<input type="checkbox"/>	3	9992	S	1	1	1
<input type="checkbox"/>	4	9993	S	1	0	1
<input type="checkbox"/>	5	9994	S	10	11	12

# Budget Request by Department

## Condition of Funds - Balances

### (Form 1)

[Edit Budget Request](#)
**COF Balances**
[COF Receipts](#)
[COF Adjustments and](#)

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Budget Request Summary

Layout Code: 
 Layout Type:

Department:

Display Sub Total: 
 Select Model:

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	Code	Name
Select	2000	Balance Brought Forward
Select	2001	Unencumbered Balance Brought Forward
Select	2002	Investments Balance Brought Forward
Select	2003	Committed for Insurance Benefits Balance Brought Forward 310
Select	2004	Committed for Pension Obligation Balance Brought Forward JRF
Select	2005	Committed for Retiree Health Insurance Ben Bal Brought Fwd
Select	2006	CHIP Balance Brought Forward
Select	2007	Eminent Scholars Committed
Select	2008	Unallotted Funds Balance Brought Forward
Select	2009	Special Revenue/Auxiliary Balance Brought Forward
Select	2010	Obligated for Projects Balance Brought Forward
Select	2011	Committed for Insurance Benefits Balance Brought Forward 346
Select	2012	Committed for Pension Obligation Balance Brought Forward ERS
Select	2013	Committed for Pension Obligation Balance Brought Forward TRS

Summary							
<input type="checkbox"/>	Line	Budget Object	I	Actual 2015	Budgeted 2016	Requested 2017	Justification Line Text
<input type="checkbox"/>	1	2000	R	32,404,915	25,613,502	23,293,694	Balances Brought Forward Justification
<b>Totals</b>				<b>-32,404,915</b>	<b>-25,613,502</b>	<b>-23,293,694</b>	

# Budget Request by Department

## Condition of Funds - Receipts

### (Form 1)

[Edit Budget Request](#) | [COF Balances](#) | **[COF Receipts](#)** | [COF Adjustments and End Bal](#) | [Capital Expenditures](#) | [Document Management](#)

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Budget Request Summary ⓘ

Layout Code:  Layout Type:  Request Code:  Request Name:   
 Department:

Display Sub Total:  Select Model:

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Summary						
<input type="checkbox"/>	Line	Fund		Actual	Budgeted	Requested
<input type="checkbox"/>	1	0100-233		11,648,219	11,638,945	14,195,631
<input type="checkbox"/>	2	0433-202		45,840,688	74,957,136	74,957,136
<b>Totals:</b>				<b>-57,488,907</b>	<b>-86,596,081</b>	<b>-89,152,767</b>

# Budget Request by Department

## Condition of Funds – Adjustments/Ending Balance

### (Form 1)

[Edit Budget Request](#) | [COF Balances](#) | [COF Receipts](#) | **COF Adj**

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Budget Request Summary ⓘ

Layout Code:  Layout Type:

Department:

Display Sub Total:  Select Model:

[Export](#) [Audit Tr](#)

	Code	Name
Select	2100	Transfer to State General Fund
Select	2101	Changes in Claims Incurred but not Reported
Select	2102	ETF Transfer to Supreme Court Library
Select	2103	Reversion to ETF
Select	2104	Indirect Cost and Other Balance Sheet Adjustments
Select	2105	Investment Adjustments
Select	2106	Transfer to Adec
Select	2107	Transfer Alabama Law Institute from 097
Select	2108	Transfer Alabama Law Institute from 099
Select	2109	Transfer Department of Children's Affairs
Select	2110	Transfer to Choctawhatchee, Pea & Yellow Rivers Watershed
Select	2111	Transfer to Education Foundation Program
Select	2112	Transfer to Finance Department
Select	2114	Transfer to Legislative Reference Service
Select	2115	Transfer to Legislature from 099

Summary							
<input type="checkbox"/>	Line	Budget Object	I	Actual	Budgeted	Requested	Justification Line Text
<input checked="" type="checkbox"/>	1	2100	E	1,816,705	0	0	Transfer Justification

# Budget Request by Department Capital Expenditures (Form 3)

[Edit Budget Request](#) | [COF Balances](#) | [COF Receipts](#) | [COF Adjustments and End Bal](#) | **Capital Expenditures** | [Document Management](#)

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Budget Request Summary 

Layout Code:    
 Layout Type:    
 Request Code:    
 Request Name:

Department:

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 Display Sub Total:    
 Select Model:

  
   
   
   
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Summary							
<input type="checkbox"/>	Line	Fund	Appropriation Class	Budget Object	I	Capital Expenditures	Justification Line Text
<input type="checkbox"/>	1	0100	917	1200	F E	123,650	Capital Outlay Justification
<input type="checkbox"/>	2	0100	917	1300	F E	82,316	Tranportation Equipment Justification
<input type="checkbox"/>	3	0100	917	1400	F E	250	Other Equipment Justification
<b>Totals</b>						<b>206,216</b>	

# Increase / Decrease Worksheet

Department of Education  
Increase/Decrease Worksheet  
2017

	Fund	ETF	EARMARKED	Total
<b>FY 2016 Budgeted Expenditures</b>		3,996,533,635	1,574,244,051	5,570,777,686
<b>Increases (Decreases) FY 2017</b>				
0100 - Personnel Costs		-1,154,065	-24,734,684	-25,888,749
0200 - Employee Benefits		-1,096,029	-11,410,649	-12,506,678
0300 - Travel-In State		757,901	-332,894	425,007
0400 - Travel-Out of State		892,567	-43,755	848,812
0500 - Repairs and Maintenance		400	-99,362	-98,962
0600 - Rentals and Leases		-101	-134,296	-134,397
0700 - Utilities and Communication		-6,686	-14,929	-21,615

# Budget Request Packet

Report ID: ABUD-REQ-001

Run Date : 04/08/2015

Run Time: 04:53 PM

State of Alabama

Error Page

## Department: 010-Finance

Form 5 and Form 2	Actual 2015	Budgeted 2016	Requested 2017
Expenditures		3,587,757	5,272,435
Source of Funds	150,000	150,000	150,000
Form 5 Expenditures match Source of Funds	Mismatch	Mismatch	Mismatch

Form 1	Actual 2015	Budgeted 2016	Requested 2017
Total Expenditures		3,587,757	5,272,435
Form 1 Expenditure matches Form 5	Ok	Ok	Ok
Balance Unencumbered	60,800	-3,490,957	-8,748,392

Form 3	Actual 2015	Budgeted 2016	Requested 2017
Capital Outlay	40,000	3,000	7,500
Capital Expenditure (Form 5)	100,000	60,000	40,000
Form 3 Capital Outlay matches Form 5	Mismatch	Mismatch	Mismatch

Form 6	Actual 2015	Budgeted 2016	Requested 2017
TOT FTE			7.5
FTE	11	11	11
Form 6 FTE matches Form 5	Mismatch	Mismatch	Mismatch
Personnel Costs		2,268,157	2,243,295
Salary	517,090	512,070	127,873
Form 6 Salary matches Form 5	Mismatch	Mismatch	Mismatch

# Budget Request Packet

Report ID: ABUD-REQ-001  
 EBO Form No.5  
 Run Date: 4/14/15  
 Run Time: 11:03:00 PM

State of Alabama  
 Agency Budget Request

## Appropriation Class Summary

Department: 004 - Conservation & Nat Resources

Appropriation Class: 312 - Outdoor Recreation Sites/Serv

Object Category	Actual Expenditures 2015	Budgeted Expenditures 2016	Requested Total 2017	Increase (Decrease) From Prior Year	
				Amount	Percent
TOT FTE - Total Full Time Equivalent	0.00	0.00	302.00	0.00	
0100 - Personnel Costs	13,219,750	15,269,047	7,528,519	(7,740,528)	-50.69%
0200 - Employee Benefits	5,277,046	6,090,241	3,529,082	(2,561,159)	-42.05%
0300 - Travel-In State	41,255	35,000	44,000	9,000	25.71%
0400 - Travel-Out of State	12,322	12,000	14,000	2,000	16.67%
0500 - Repairs and Maintenance	3,557,632	2,533,331	2,033,331	(500,000)	-19.74%
0600 - Rentals and Leases	289,239	329,490	329,490	0	0.00%
0700 - Utilities and Communication	5,673,417	5,200,000	5,800,000	600,000	11.54%
0800 - Professional Fees and Services	1,631,558	1,380,520	1,605,520	225,000	16.30%
0900 - Supplies, Materials, and Operating Expenses	6,286,781	6,717,568	6,317,568	(400,000)	-5.95%
1000 - Transportation Equipment Operations	1,018,680	984,520	1,059,520	75,000	7.62%
1100 - Grants and Benefits	2,473	5,000	5,000	0	0.00%
1200 - Capital Outlay	1,268,729	0	0	0	
1300 - Transportation Equipment Purchases	589,007	645,000	450,000	(195,000)	-30.23%
1400 - Other Equipment Purchases	392,466	622,154	292,154	(330,000)	-53.04%
1600 - Miscellaneous	4,223,072	6,521,694	4,504,968	(2,016,726)	-30.92%
<b>Total Expenditures</b>	<b>43,483,427</b>	<b>46,345,565</b>	<b>33,513,152</b>	<b>-12,832,413</b>	<b>-27.69%</b>

## Fund No. Source of Funds

0308-201 - State Parks Fund	1,443,351	2,821,694	804,968	(2,016,726)	-71.47%
0308-503 - State Parks Fund - Cigarette Tax	2,765,925	3,000,000	3,000,000	0	0.00%
0308-504 - State Parks Fund - Sales Tax Discount - Act 20	5,000,000	2,422,583	2,422,583	0	0.00%
0430-201 - State Parks Revolving Fund	34,274,149	38,101,288	27,285,601	(10,815,687)	-28.39%
<b>Total Source of Funds</b>	<b>43,483,425</b>	<b>46,345,565</b>	<b>33,513,152</b>	<b>-12,832,413</b>	<b>0.00%</b>

# Salary & Benefit Forecasting Report

Position Code	Classification Name	Employee Code	Grade	Step	Employee Hire Date	Employee Promotion Date	Employee Longevity Date
0511060-005-7100	CORRECTIONAL OFFICER	0000128525	066	06	9/16/14	9/1/15	6/1/04
0550100-005-1430	CORRECTIONS ASSOCIATE COMM	0000139847	085	18	10/4/04	5/1/15	9/1/04
0550101-005-1010	ATTORNEY III	0000011283	084	18	8/19/08	3/1/10	7/1/08

Base Salary	Healthcare	Retirement	Bonus & Longevity	Medicare
33,901	9,900	4,710	1,096	509
113,483	9,900	15,414	1,096	1,662
105,407	9,900	14,310	1,000	1,542

# Operations Plans

- Time Frame: Mid June – End of July
- Initial Forecast of Salary and Benefits
- One data entry form that contains:
  - Form 8
  - Form 9
- Operations Plan Packet:
  - report → analyze → correct → report → attach

# Operations Plan – Form 8 Expenditures

[Edit Budget Request](#) | **Form 8 Operations Plan** | [Form 8 Source of Funds](#) | [Position Changes](#) | [Operation Plan Packet](#) | [Document Management](#)

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Budget Request Summary ?

Layout Code:    
 Layout Type:    
 Request Code:    
 Request Name:    
 Stage:

Department:    
 Function:

Appropriation Unit:    
 Fund:

Appropriation Class:

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 Display Sub Total:   
 Select Model:

 
  
  
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**Summary**

<input type="checkbox"/>	Line	Budget Object		Ops Plan FY Q1	First Quarter 2017	Ops Plan FY Q2	Second Quarter 2017	Ops Plan FY Q3	Third Quarter 2017	Ops Plan FY Q4	Fourth Quarter 2017	Total 2017	Justification Line Text	
<input type="checkbox"/>	1	0104	E	0	60,000	0	50,000	0	56,000	0	59,000	225,000	Salary explanation	
<input type="checkbox"/>	2	0201	E	0	21,300	0	17,800	0	19,900	0	21,000	80,000	Benefits explanation	
<input checked="" type="checkbox"/>	3	0300	E	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	5,500	Travel explanation	
<b>Totals:</b>					<b>82,675</b>		<b>82,675</b>		<b>77,275</b>		<b>77,275</b>		<b>81,375</b>	

Budget Object	Ops Plan FY Q1	First Quarter 2017	Ops Plan FY Q2	Second Quarter 2017	Ops Plan FY Q3	Third Quarter 2017	Ops Plan FY Q4	Fourth Quarter 2017	Total 2017
0104	0	60,000	0	50,000	0	56,000	0	59,000	225,000
0201	0	21,300	0	17,800	0	19,900	0	21,000	80,000
0300	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	5,500
	<b>82,675</b>	<b>82,675</b>	<b>69,175</b>	<b>69,175</b>	<b>77,275</b>	<b>77,275</b>	<b>81,375</b>	<b>81,375</b>	<b>310,500</b>

# Operations Plan – Form 8 Source of Funds

[Edit Budget Request](#) | [Form 8 Operations Plan](#) | **Form 8 Source of Funds** | [Position Changes](#) | [Operation Plan Packet](#) | [Document Management](#)

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Budget Request Summary 

Layout Code:    
 Layout Type:    
 Request Code:    
 Request Name:

Department:    
 Function:

Appropriation Unit:    
 Fund:

Appropriation Class:

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 Display Sub Total:    
 Select Model:

  
   
   
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Summary								
<input type="checkbox"/>	Line	Fund	SOF Q1	SOF Q2	SOF Q3	SOF Q4	OPS PLAN TOTAL	Justification Line Text
<input type="checkbox"/>	1	0100-233	80,000	60,000	70,000	80,000	290,000	Justification for SOF #1
<input type="checkbox"/>	2	0100-235	2,675	9,175	7,275	1,375	20,500	Justification for SOF #2
<b>Totals</b>			<b>-82,675</b>	<b>-69,175</b>	<b>-77,275</b>	<b>-81,375</b>	<b>-310,500</b>	

# Budget Revisions

- Time Frame: all year
- One data entry form that contains:
  - Form 8
  - Form 9
- Budget Revision Packet:
  - report → analyze → correct → report → attach

# Budget Revision – Form 8 Operations Plan

[Edit Budget Request](#) | **Form 8 Operations Plan** | [Form 8 Source of Funds](#) | [Form 9 - Position Changes](#) | [Revision Justification](#) | [Document Management](#)

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Budget Request Summary ⓘ

Layout Code:  Layout Type:  Request Code:  Request Name:  Stage:

Department:

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Display Sub Total:  Select Model:

[Export](#) [Import](#) [Audit Trail](#) [View Graph](#)  [View as CSV](#)

**Summary**

<input type="checkbox"/>	Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	1 -	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total	Justification Line Text
<input type="checkbox"/>	1	917	0589	0100	1030	0800	E		1,594	-1,594		0	move quarters
<input type="checkbox"/>	2	917	0589	0100	1030	0900	E		-94,613			-94,613	from program 917
<input type="checkbox"/>	3	918	0581	0100	1060	0900	E		94,613			94,613	to program 918
<b>Totals:</b>								0	1,594	-1,594	0	0	

Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	1 -	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
917	0589	0100	1030	0800	E		1,594	-1,594		0
917	0589	0100	1030	0900	E		-94,613			-94,613
918	0581	0100	1060	0900	E		94,613			94,613

# Performance Measures

- Time Frame:
  - Mission/Vision, Goals, Objectives, and Targets : Mid June - End of July
  - Actuals : January, April, July, October
- 1 Form for Targets
- 4 Forms for Actuals

# Performance Measures

- Conversion: August 2015
  - 2015 Mission/Vision, Goals, and Targets
    - established summer 2014
  - 2015 Q1, Q2, Q3 Actuals
    - entered January, April, and July
  - 2016 Mission/Vision, Goals, and Targets
    - established summer 2015

# Performance Measures

- October 2015
  - enter 2015 Q4 actuals
- January 2016
  - enter 2016 Q1 actuals
- April 2016
  - enter 2016 Q2 actuals
- July 2016
  - enter 2016 Q3 actuals
- Summer 2016
  - establish 2017 Mission/Vision, Goals, and Targets

# Performance Mission/Vision Table

**Performance Mission View**

Documentation

[Expand All](#) | [Collapse All](#)

[-] Performance Mission Basic Information 

\* Code: 010-MISSION/VISION

\* [Security Organization](#): DEPT-010 

Name: 010-MISSION/VISION

Short Name:

Description:

Initiator:

[-] Performance Mission Detail Information 

Mission Text:   
Mission: Provide innovative, resourceful leadership and service in financial management and operational support in order to advance the Governor's mission of restoring trust in state government  
Vision: Protect the financial interests of Alabama and

# Performance Goal Table

Performance Goal View		Performance Allocations	Milestones	Documentation
<a href="#">Expand All</a>   <a href="#">Collapse All</a>				
[-] Basic Information 				
* Code:	<input type="text" value="010-GOAL 1"/>			
* Security Organization:	<input type="text" value="DEPT-010"/> 			
Name:	<input type="text" value="# of State of Vehicles"/>			
Short Name:	<input type="text" value="# of Vehicles"/>			
Description:	<input type="text" value="Reduce the Number of State Vehicles"/>			
Initiator:	<input type="text"/>			

# Budget Object Table - Performance Object

**Edit Budget Object** | Performance Allocations | Milestones | Documentation | Document Management

[Expand All](#) | [Collapse All](#)

**Dimension Information** ⓘ

Code: 01001    Element Type: CAFR Major

Name: Number of Vehicles Insured    Active:

Security Organization: DEPT-010    Postable:

Short Name: # Vehicle Ins    Usage: Budgeted

Description: Number of Vehicles Insured    Object Type: Performance Measure

Itemization Type:    Decimal Precision: 0

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**Performance Attributes** ⓘ

Comments: 0    Initiator: 1    Review Level: #

*Performance Measure Information*

Target Limit Type:    Unit: #    \* Performance Measure Type: 1

Threshold Variance %:    Threshold Variance Amount:

# Performance Plan Hierarchy Table

Performance Plan View **Performance Hierarchy**

Search Performance Components

\* Performance Component:

\* Type:  \* Code:

New Peer New Child Update Delete Move

1-20 of 22 Viewable Total 36 Display 20 Items

< << < > >> >| Expand All Collapse All

- [-] MI - STATE OF ALABAMA - State of Alabama -
  - [-] MI - 010-MISSION/VISION - 010-MISSION/VISION -
    - + GO - 010-GOAL 1 - # of State of Vehicles -
    - + GO - 010-GOAL 2 - # of Buying Events -
    - [-] GO - 010-GOAL 3 - # Served -
      - PM - 01003 - Number of Agencies Served -
  - [-] MI - 300-MISSION/VISION - 300-MISSION/VISION -
    - [-] GO - 300-GOAL 1 - Online Registration -
      - PM - 30001 - Individual and Firm Registrations -
      - PM - 30002 - Costs per license -
    - [-] GO - 300-GOAL 2 - Complaint Resolution -
      - PM - 30003 - Complaints Resolved -
  - [-] MI - 512-MISSION/VISION - 512-MISSION/VISION -
    - [-] GO - 512-GOAL 1 - Build academic quality and learning environ -
      - PM - 51201 - Graduation Rates -

# Performance Target Form

[Edit Budget Request](#) | **QPR Targets** | [Document Management](#)

**Status Details**

Budget Request Summary ⓘ

Layout Code: 
 Layout Type: 
 Request Code: 
 Request Name:

Organization:

Display Sub Total:

[Export](#)
[Audit Trail](#)

[View as CSV](#)

Summary								
<input type="checkbox"/>	Line	PM Obj	Unit	Quarter 1 Target	Quarter 2 Target	Quarter 3 Target	Quarter 4 Target	Annual Target
<input checked="" type="checkbox"/>	1	01001	#	90	85	90	85	
<input type="checkbox"/>	2	01002	#	0	0	0	0	100
<input type="checkbox"/>	3	01003	#	50	60	70	80	

# Q1 Performance Actuals Form

[Edit Budget Request](#) | **QPR Q1 Actuals** | [Document Management](#)

Status Details

[Budget Request Summary](#) ⓘ

Layout Code: 
 Layout Type: 
 Request Code: 
 Request Name: 
 Stage:

Organization:

[Refresh](#)
[Zero Out](#)
[Update Preload](#)
 Display Sub Total:

[New Item](#)
[Copy Item](#)
[Delete Item](#)
[Export](#)
[Audit Trail](#)
[Sort...](#)
[View as CSV](#)

Summary						
<input type="checkbox"/>	Line	PM Obj	Unit	Current Year Quarter 1 Targets	Quarter 1 Actuals	Justification Line Text
<input type="checkbox"/>	1	01001	#	90	95	
<input type="checkbox"/>	2	01002	#	0	0	
<input checked="" type="checkbox"/>	3	01003	#	50	50	

# Q4 Performance Actuals Form

[Edit Budget Request](#) | **QPR Q4 Actuals** | [Questions](#) | [Document Management](#)

Status Details

Budget Request Summary

Layout Code:  Layout Type:  Request Code:  Request Name: \_\_\_\_\_  
 Organization:

Display Sub Total:

[Export](#) [Audit Trail](#)  [View as CSV](#)

Summary							
<input type="checkbox"/>	Line	PM Obj	PM CY Q4 TARG	Quarter 4 Actuals	PM CY AN TARG	Annual Actuals	Justification Line Text
<input type="checkbox"/>	1	01001	85	86	0		
<input type="checkbox"/>	2	01002	0		100	100	
<input type="checkbox"/>	3	01003	80	70	0		
<b>Totals:</b>			<b>165</b>	<b>156</b>	<b>100</b>	<b>100</b>	

[Edit Budget Request](#) | [QPR Q4 Actuals](#) | **Questions** | [Document Management](#)

Display  Items

	*Section Title	Section Content
<input type="checkbox"/>	How have policy decisions and budget determinations made by the governor?	
<input type="checkbox"/>	What administrative improvements did your agency make in the fiscal year?	

# Quarterly Performance Report

Report ID: STAARS-QPR-0001  
 Report Date: 4/8/15  
 Report Time: 2:18:36 PM

State of Alabama  
 Quarterly Performance Report

Page 1 of 3

## Department: 010 - Finance

Mission: Provide innovative, resourceful leadership and service in financial management and operational support in order to advance the Governor's mission of restoring trust in state government

Vision: Protect the financial interests of Alabama and effectively administer and support the financial and administrative needs among all divisions of the Department of Finance.

### Annual Goals

1	Reduce the Number of State Vehicles
2	Track the Number of Buying Events in the Purchasing Division
3	Number of Agencies, Boards, and Commissions Served

### Quarterly Objectives and Targets

	Unit of Measure	First Quarter			Second Quarter		Third Quarter		Fourth Quarter		Annual	
		Goal	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Number of Vehicles Insured	#	1	90	95	95		100		85	86		0
Number of Buying Events	#	2	0	0			70			0	100	300
Number Agencies, Boards, and Commissions Served	#	3	50	50	60		70		80	70		0



Questions?

We Welcome Your Feedback!

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